

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON FEBRUARY 13, 2018 AT THE HEART OF THE VALLEY MEETING ROOM.

**Members Present:** Dave Casper, Bruce Siebers, John Sundelius, Kevin Coffey, and Pat Hennessey

**Absent:** None

**Also Present:** Brian Helminger, District Director HOVMSD; Kevin Skogman, Director of Operations & Maintenance HOVMSD; Dawn Bartel, Office Manager HOVMSD; Chad Giackino, Regulatory Compliance Manager HOVMSD; and John Stoeger of Stoeger & Associates

### **1. 6:00 p.m. Call to Order – Roll Call**

President Casper called the meeting to order at 6:00 PM.

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the January 9, 2018 Regular Meeting**

The minutes of the January 9, 2018 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Siebers to approve the minutes as written. Motion carried. The minutes were reviewed and pre-approved by Secretary Hennessey.

### **4. Correspondence to/from/for Commission**

Copied for the Commission were the e-mail messages sent between the Commissioners and District Director Helminger.

### **5. Discussion Items**

#### **A. FOG Program Update & Contract Considerations**

John Stoeger of Stoeger & Associates provided a written Fats, Oil, and Grease update by community, including a grease trap inspection report. The Commission also received an itemized copy of the January 2018 invoice. After a discussion, a

motion was made by Commissioner Casper and seconded by Commissioner Siebers to approve a 3-year contract extension with Stoeger & Associates for management of the FOG program, dated 1/16/2018. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried. The contract will run through 2/13/2021. The Agreement was signed by Commissioner Casper.

### **B. Standard Operating Procedure options for Meter Station Anomalies**

After a review of the results of several options presented and calculated by staff, the Commission consented to utilizing Option B. This option will be used to provide uniform guidance for the generation of monthly invoices for member communities in the event meter station data is either not gathered or is suspect and inaccurate. For invoicing purposes, Option B will utilize the flow data from the month in question for the past 5 years. The highest and lowest years will be eliminated from the calculation and the average of the remaining 3 years will be used.

### **C. United Liquid Waste Sludge Hauling Contract Extension**

After a discussion and review of the Contract provided by staff, a motion was made by Commissioner Hennessey to enter into a five-year Sludge Handling Agreement with United Liquid Waste, with the noted corrections. The Agreement is for years 2018-2022. The motion was seconded by Commissioner Coffey. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried. The contract was signed by District Director Helminger.

### ***PLANT REPORTS:***

#### **1. 2018 Flows & Revenues Report / Plant Operation Summary**

The Commission received a copy of the Flow & Strength charts, which shows the year to date surplus/deficit revenue for the month of January. Revenue received from the WPS-Fox Energy Center for final effluent purchased in January = \$9,088.69. Total revenue received to date from Fox Energy for 2018 = \$9,088.69.

The average final effluent concentrations for **January 2018** were as follows:

<b>cBOD</b>	<b>7.06 mg/l</b>
<b>Suspended Solids</b>	<b>17.96 mg/l</b>
<b>Phosphorus</b>	<b>.56 mg/l</b>

Ammonia-N	.49 mg/l
Chlorides	676.92 mg/l

***All permit values were met for January 2018.***

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report. Skogman noted that plant operations are doing well. Skogman's report detailed the issues related to a power outage on January 8th where the switchgear failed to activate the secondary source. Kaukauna Utilities and Elmstar Electric were contacted, and eventually the manufacturer of the switchgear was called in to troubleshoot and replace a transfer relay in the transfer control unit. Skogman also discussed the bench testing of a new polymer and talked about the Bio-filter media replacement project, laser flow meter demo, rebuild of Turbine Pump #2, the replacement of meter station #1 flow meter. Skogman also noted that 5 VFD drives on the polymer feed skids had to be replaced. These drives would not power up after the January 8<sup>th</sup> power outage, primarily due to age.

## **6. Funds**

### **A. February 2018 Accounts Payable; Action for Approval**

After a review and discussion of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$222,866.56. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

### **B. Budget Comparison Report**

The Commission received a Budget Comparison Report for February 2017, along with an explanation of exceedances.

## **7. General Old or New Business**

***Interceptor Rehab Project:*** Strategic Municipal Services has been working on analyzing the potential shore routes along with estimates of probable cost for moving the interceptor sewer. Commissioner Siebers asked when there would be more discussion with Strategic Municipal Services regarding the funding for the interceptor rehab project. District Director Helminger noted that SMS is preparing for a working/planning meeting next week to discuss progress and findings. Helminger invited the Commission to attend.

## 8. District Director's Report

**Cash & Investments:** The Commission received a copy of the cash & investments spreadsheet showing investment activity and year end balances.

**Water Quality Trading:** District Director Helmingier informed the Commission that the final edits and clarifications have been incorporated. Keith Marquardt of the DNR has indicated that the trade plan document should be completed by the end of the month.

Helmingier also noted that he and Jessica Schultz of the Fox Wolf Watershed Alliance will be giving a presentation on the detention pond/trading project at the 19<sup>th</sup> Annual Fox Wolf Watershed Conference at Lambeau Field on March 6<sup>th</sup>. HOV will also be the recipient of the Watershed Hero Impact Award.

**2017 Clear Water Review – Donohue & Associates:** Donohue & Associates has obtained all the data needed for the program. They are planning to present this year's findings at the March Commission meeting and then again at an annual HOV member community meeting in April.

## 9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 7:17 PM)

**SIGNED & APPROVED BY:** \_\_\_\_\_  
**Patrick E. Hennessey, Secretary**